

ROGER WILLIAMS UNIVERSITY EXTENSION SCHOOL



PROFESSIONAL DEVELOPMENT OFFERINGS

RWU | EXT

ROGER WILLIAMS UNIVERSITY
EXTENSION SCHOOL



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ABOUT EXT

Roger Williams University Extension School (RWU EXT) is where education meets innovation. As the professional and continuing education division of Roger Williams University, RWU EXT is dedicated to creating flexible, affordable, and accessible learning opportunities that meet the needs of today's workforce. Whether through noncredit certificates, professional development workshops, or degree pathways, RWU EXT empowers learners to advance their skills, careers, and communities.

At RWU EXT, we believe education should adapt to the learner — not the other way around. Our programs are designed for working adults, career changers, and lifelong learners who seek practical, high-impact education that fits into real life. With hybrid, online, and on-site options, RWU EXT provides the flexibility to learn on your schedule while gaining credentials that make an immediate difference in the workplace.

Through strong partnerships with municipalities, employers, and community organizations, RWU EXT helps build a stronger Rhode Island by aligning education with workforce needs. Our offerings are guided by real-world outcomes, industry relevance, and a commitment to accessibility — ensuring every learner has the opportunity to grow, lead, and succeed.

CLUSTERS



ARTIFICIAL INTELLIGENCE

Build practical AI fluency and confidently integrate emerging tools into everyday work. Sessions explore Microsoft Copilot for communication, productivity, data analysis, and presentations, while emphasizing responsible use, ethics, and governance. Participants gain hands-on strategies to work more efficiently, generate insights, and use AI thoughtfully across their organizations.

COMMUNICATION

Build the interpersonal, verbal, and written communication skills that strengthen collaboration, understanding, and leadership. Courses in this cluster focus on dialogue facilitation, presentation skills, cross-cultural communication, and persuasive speaking — empowering participants to connect authentically and communicate with clarity in any environment.



LEADERSHIP

Develop the competencies needed to lead teams and organizations with confidence, empathy, and strategic vision. This cluster focuses on mindful leadership, decision-making, strengths-based collaboration, and multigenerational team management — helping emerging and established leaders inspire others and drive meaningful results.



HUMAN RESOURCES

Strengthen workplace culture and employee performance through effective HR practices. Workshops emphasize conflict resolution, generational dynamics, decision-making, and time management to foster equity, accountability, and engagement across all levels of an organization.

EMPLOYEE WELLNESS

Promote well-being, mindfulness, and balance in the workplace. This cluster helps individuals and leaders cultivate presence, manage stress, and create supportive environments that enhance both personal fulfillment and organizational productivity.

EDUCATION

Advance teaching and learning through evidence-based strategies and inclusive practices. Designed for educators, trainers, and facilitators, these sessions strengthen motivation, instructional design, and trauma-informed approaches that empower diverse learners to succeed.

SOCIAL WORK

Enhance your ability to support and advocate for individuals and communities through effective communication, crisis management, and case documentation. Ideal for human services professionals seeking to refine client-centered skills while maintaining self-care and professional ethics.

DIVERSITY, EQUITY & INCLUSION (DEI)

Foster workplaces and communities where every voice is valued. These offerings focus on cross-cultural understanding, inclusive communication, and building bridges across differences — equipping participants to champion equity and belonging in their organizations.



OFFERINGS

A Champion's Mindset (3-15 Hour Workshop)

Cluster: Human Resources / Communication / Leadership

Explore the core principles and characteristics of a champion's mindset — resilience, determination, focus, and adaptability. Help participants develop self-awareness by identifying their strengths, weaknesses, values, and goals. Provide training in communication strategies, conflict resolution, and leadership principles to empower participants to lead with confidence. Share strategies for managing stress, coping with failure, and bouncing back from setbacks with determination and mental toughness.

Advanced Business Communication (15 Hours / 1 Credit)

Cluster: Communication / Leadership

A rigorous 15-hour program designed to build advanced communication skills for high-stakes professional environments. Participants master persuasive writing, executive summaries, messaging for diverse stakeholders, leadership communication, meeting facilitation, negotiation strategies, and confident presentation delivery.



Authentic Communication Training (3 Hours)

Cluster: Communication

Teaches professionals how to communicate authentically while maintaining organizational consistency. Participants learn empathetic listening, natural delivery of corporate messages, thoughtful response strategies, and techniques to build trust with community members and stakeholders.

Building Bridges (3 Hours)

Cluster: Communication / Diversity

Global migration is a timely and cross-cutting issue. Refugees and immigrants are integral parts of communities. In this course, participants examine the challenges of a globalized world through the lens of migration, connect virtually with experts, and explore migration issues in local and global contexts while enhancing cross-cultural communication.

Building Community Across Differences (3 Hours)

Cluster: Leadership

Focuses on strategies that promote diversity, inclusion, and connection across teams. Participants learn to incorporate mentoring and cross-generational learning practices into workplace culture.

Business Communication Essentials (6 Hours)

Cluster: Communication

Designed for new hires and early-career professionals, this training develops essential workplace communication skills including writing, email etiquette, interpersonal communication, active listening, and basic presentation techniques through hands-on exercises and real-world scenarios.



Case Management (3 Hours)

Cluster: Communication / Social Work

Covers effective verbal communication and progressive note-writing for data assessment and crisis management. Includes an overview of RI DHS systems and emphasizes bias-awareness and self-care.

Community Relations Training (6 Hours)

Cluster: Communication / Leadership / Social Work

Strengthen your organization's community presence with a training experience designed to build lasting public trust. This immersive workshop blends proven public relations strategies with practical, hands-on community engagement techniques to help teams foster authentic connections and meaningful dialogue with the people they serve.

Communication for Connection (3 Hours)

Cluster: Communication

Teaches active listening, empathy across differences, and inclusive dialogue frameworks to strengthen communication within teams and communities.

Conflict Management Resolution (3 Hours)

Cluster: Communication / Human Resources

Provides in-depth coverage of conflict resolution in organizational settings. Key learning outcomes include understanding conflict styles, exploring response alternatives, and learning modes of resolution such as mediation, arbitration, and third-party intervention.

Cross-Cultural Communication (3 Hours)

Cluster: Communication

Participants learn about communication styles across generations and cultures, identify strategies to foster collaboration, and reduce stereotypes through effective communication and understanding.

Data Analysis for Everyone (3 Hours)

Cluster: Leadership, Human Resources

Review best practices for data analysis and visualization. Explore public data sources (IPEDS, BLS) and learn to use Tableau Public to present insights effectively.

Data Visualization Training (3 Hours)

Cluster: Leadership / Human Resources

Focuses on turning complex data into clear, actionable visuals. Participants learn chart selection, narrative design, dashboard creation, and AI-supported visualization techniques.

Decision Making (3 Hours)

Cluster: Leadership, Communication, Human Resources

Develop a structured, transparent approach to decision-making. Learn how to create accountability and organizational buy-in through deliberate and well-assessed processes.

Dynamics of a Multigenerational Workplace (3 Hours)

Cluster: Human Resources

Understand the characteristics and working styles of different generations in the workforce. Learn how to leverage generational diversity for better collaboration and performance.

Interventions in Math & Content Areas in Special Education (3 Hours)

Cluster: Education

Equip educators with practical tools to identify learning gaps and implement evidence-based interventions. Learn to adapt curriculum and monitor progress to meet diverse student needs.

Leading Across Generations (3 Hour Workshop)

Cluster: Leadership

Understand each generation's values and attitudes to adapt leadership styles effectively. Learn to manage generational diversity to create collaborative, productive teams.



Mindful Leadership (3 Hours)

Cluster: Employee Wellness / Leadership
Explores the link between mindfulness and effective leadership. Participants develop techniques to enhance presence, empathy, and clarity when leading teams.

Motivating Reluctant Learners & Rebuilding Academic Confidence (3 Hours)

Cluster: Education
Provides evidence-based strategies to inspire disengaged learners, rebuild confidence, and foster supportive, growth-oriented learning environments.

New Approaches to Data-Informed Strategic Planning (3 Hours)

Cluster: Leadership
Explores four strategic planning models—Future Thinking, Pre-Mortem, Analogous Research, and Design Thinking—with hands-on application to real scenarios.

Oral Presentations (3 Hours)

Cluster: Communication / Leadership
Covers verbal and nonverbal communication skills, stage presence, storytelling, and presentation best practices to engage audiences effectively.



Persuasive and Influential Communication (3 Hours)

Cluster: Communication / Leadership

Teaches persuasive speaking techniques, confidence-building strategies, and communication methods that drive action and inspire change.



Persuasive Techniques (3 Hours)

Cluster: Communication / Leadership

This session teaches a powerful three-step framework for crafting clear, compelling messages in high-stakes situations. Participants learn to define desired outcomes, sharpen key takeaways, and create core messages that connect organizational goals to stakeholder needs. You'll practice analyzing audience motivations, anticipating resistance, and adapting communication for groups ranging from engineers to lawmakers to community members. The result: concise, strategic messaging that moves people to act.

Power of Speech (3 Hours)

Cluster: Communication

Focuses on public speaking fundamentals, persuasive messaging, and effective verbal and nonverbal communication to boost professional confidence.



Presentation Tools (3 Hours)

Participants gain hands-on experience with modern presentation tools, advanced slide design, data visualization, and AI-assisted refinement techniques. Leaders learn to turn dense or technical information into clear, engaging visuals and stories that resonate with any audience. By the end of the session, participants can create polished, brand-aligned presentations that elevate professionalism and strengthen organizational credibility.

Strengths for a Multigenerational Workplace (3 Hours)

Cluster: Leadership

This workshop helps leaders harness the unique strengths each generation brings to the workplace. Participants learn how to identify individual and generational assets, build inclusive team dynamics, and apply strengths-based leadership strategies that boost engagement and performance. The session focuses on turning generational differences into a competitive advantage by fostering collaboration, trust, and shared accountability.

Test Preparation Under Pressure (3 Hours)

Cluster: Education

This workshop equips learners with strategies to manage test anxiety, sharpen focus, and use time efficiently during high-stakes exams. Participants practice proven test-taking techniques, mindset tools, and performance strategies that boost confidence and improve outcomes on certification, licensing, and employment assessments.

Thriving in a Multigenerational Workplace (3-15 Hour Workshop)

Cluster: Human Resources / Communication / Leadership

This interactive workshop helps participants understand the values, expectations, and communication styles of different generations in today's workforce. Through practical exercises and real-world scenarios, learners gain strategies to reduce friction, strengthen collaboration, and create a more inclusive, high-performing workplace where all generations contribute and thrive.

Time Management (3 Hours)

Cluster: Employee Wellness / Human Resources

This workshop equips participants with practical strategies to manage competing priorities, stay organized, and work more efficiently. Learners explore proven productivity methods, time-management tools, and daily planning systems that boost focus, reduce stress, and improve overall performance. By the end of the session, participants will be able to structure their workload more effectively and maintain healthier work habits.

Trauma-Informed Instruction in the Correctional Classroom (3 Hours)

Cluster: Education

This workshop prepares educators to recognize the impact of trauma and apply strategies that foster safe, supportive, and effective learning environments for justice-involved students. Participants learn how trauma shapes behavior and engagement, how to build trust and emotional safety, and how to respond to challenging situations without escalating or re-traumatizing learners. The session equips instructors with practical tools to promote resilience, consistency, and positive learning experiences behind the walls.

Workplace Etiquette: How to Be a Good Employee and Colleague (3 Hours)

This workshop builds the professionalism and emotional intelligence needed to foster a positive workplace culture. Participants learn practical strategies for respectful communication, accountability, and collaborative behavior—helping them contribute to a more supportive and productive work environment.

AI MICROCREDENTIALS

AI Fluency Foundations: Understanding & Using Microsoft Copilot

Build a strong foundation in artificial intelligence, generative AI, and Microsoft Copilot. Participants will learn how AI differs from traditional software, how Copilot works, and how it can support everyday tasks across Word, Excel, PowerPoint, Outlook, and Teams. The session introduces effective prompting strategies, compares basic and premium Copilot capabilities, and helps participants recognize the possibilities and limitations of AI-generated outputs. Participants will also examine current AI trends, Microsoft's Responsible AI principles, and the fundamentals of ethical AI use and organizational governance. Emphasis is placed on using Copilot thoughtfully, evaluating its responses critically, and making informed decisions about AI in the workplace.

Responsible AI, Ethics & Governance in the Workplace

Microsoft's Responsible AI principles (fairness, reliability, privacy, inclusiveness, transparency, accountability); AI ethics frameworks and global standards; AI bias recognition; data privacy in AI systems; GDPR, CCPA, and AI regulatory awareness; AI governance in organizational settings; human oversight of AI outputs; ethical prompt engineering; EU AI Act overview; U.S. AI Executive Order; building a personal AI use policy; case studies — AI ethics in practice.

Responsible AI, Ethics & Governance in the Workplace



Copilot for Data & Insights: Excel & PowerPoint

Explore how Microsoft Copilot can support data analysis and presentation development in Excel and PowerPoint. Participants will learn to use natural-language prompts to generate formulas, summarize trends, uncover insights, and create charts and visualizations in Excel, as well as develop presentations from prompts or existing documents, improve slide design, organize content, and create speaker notes in PowerPoint. The session also compares basic and premium Copilot capabilities, highlights recent Microsoft 365 Copilot features, and introduces effective prompting strategies for data and presentation tasks. Emphasis is placed on reviewing AI-generated content for accuracy and protecting sensitive information when working with organizational data.

Copilot for Productivity: Word, Outlook & Teams

Strengthen everyday communication and collaboration with Microsoft Copilot in Word, Outlook, and Teams. Participants will learn to draft, rewrite, summarize, and format documents; improve tone, clarity, and professionalism; create and refine emails; summarize lengthy email threads; and use AI to support scheduling. The session also examines Copilot features for meeting recaps, real-time summaries, action items, and follow-up tasks in Teams. Participants will practice effective prompting strategies for professional communication, review recent Microsoft 365 Copilot features, and learn how to verify and edit AI-generated content. Emphasis is placed on responsible AI use and protecting organizational data across workplace communications.

AI-Powered Workflows & the Future of Work with Copilot

Transform everyday work by building AI-assisted workflows across Microsoft 365. Participants will learn how Copilot can connect tasks across Word, Excel, PowerPoint, Outlook, and Teams, while gaining an introduction to AI agents, automation concepts, and using Power Automate with Copilot to streamline repetitive processes. The session includes strategies for developing role-specific prompts and responsibly integrating AI into daily workflows. Participants will also examine emerging Microsoft AI innovations, the evolving Copilot roadmap, and trends shaping the future of work. Discussion will address workforce augmentation versus replacement, the importance of reskilling in an AI-first workplace, and how organizations can prepare employees to work confidently and effectively alongside AI.

Introduction to AI Agents & Agentic AI with Microsoft Copilot

Move beyond individual prompts and gain an introduction to AI agents, agentic AI, and their evolving role in the workplace. Participants will learn how retrieval, task-based, conversational, and autonomous agents differ from standard Copilot interactions and how Microsoft Copilot Studio can be used to create and deploy custom agents. The session covers agent triggers, actions, knowledge sources, and connections to Microsoft 365 data through SharePoint, OneDrive, Teams, and the Power Platform. Real-world applications across human resources, customer service, operations, and education will demonstrate how agents can support organizational needs. Participants will also examine testing and refinement, current Microsoft Copilot agent capabilities, and responsible agent design, with emphasis on guardrails, human oversight, limitations, governance, and organizational policies.

Building & Deploying Custom Copilot Agents for the Workplace

Take AI agents from concept to deployment using advanced capabilities in Microsoft Copilot Studio. Participants will learn to design multi-turn conversations, adaptive cards, rich responses, and agent personas tailored to organizational needs. The session covers connections to external data sources, APIs, and Microsoft Graph, along with authentication, security, and deployment across Teams, SharePoint, and Microsoft 365. Participants will also examine agent monitoring, multi-agent orchestration, bias checks, escalation paths, and human oversight. Real-world examples will highlight agents for HR onboarding, organizational knowledge, and project coordination, with guidance on testing, documentation, governance, and Microsoft's evolving Copilot roadmap.

Microsoft Copilot AI Practitioner – Capstone Project & Portfolio

Bring together foundational and intermediate learning through a comprehensive Microsoft Copilot capstone experience. Participants will design, build, and present an AI-powered solution for a real or simulated workplace need using Microsoft Copilot and Copilot Studio. The course includes portfolio development, documentation of prompts, workflows, and agents, and a responsible AI audit of the completed solution. Participants will create governance materials, present their work to non-technical stakeholders, and refine their projects through peer review and instructor feedback. The experience concludes with reflection on AI fluency growth and the development of a personal roadmap for future learning, certifications, career alignment, and emerging Microsoft AI capabilities.

INSTRUCTOR HIGHLIGHTS



Dr. Amy Tiberio, Ed.D.

Dr. Amy Tiberio brings over 15 years of experience as an educator, researcher, and learning strategist dedicated to creating inclusive and accessible learning environments. With a doctorate in education and a background spanning K–12, higher education, and workforce development, she combines rigorous evidence-based practice with a passion for practical application. Amy excels at translating complex research into clear, everyday routines and guiding educators, employers and support teams to design more equitable programs. Known for her collaborative approach and commitment to student-centered design, she leads workshops that empower learners and organizations to thrive in diverse, dynamic settings.



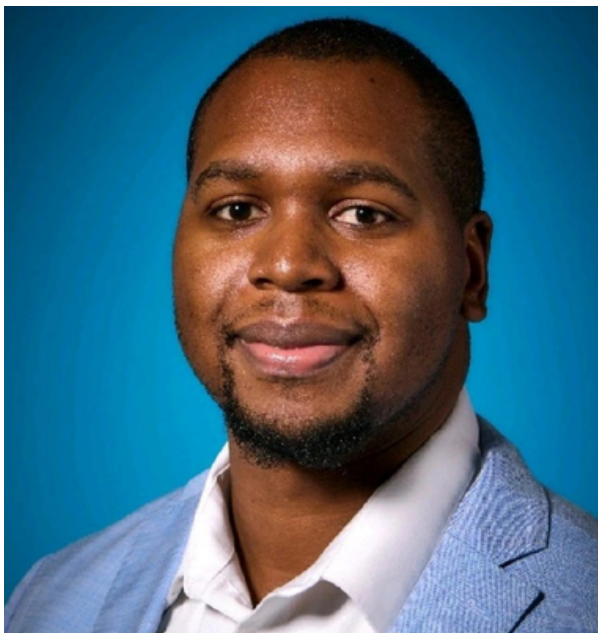
Senthilkumar "Sen" Muthiya, MBA

A technology leader, data specialist, and educator, Sen Muthiya combines industry expertise with a passion for innovation and learning. With experience spanning IT consulting, cloud computing, cybersecurity, and data analytics, he helps organizations and students alike navigate the evolving digital landscape. At Roger Williams University EXT and beyond, Sen bridges theory and practice—translating complex technologies into accessible, hands-on learning experiences that empower teams and individuals to thrive in an AI-driven world.



Dr. Amiee J. Shelton, Ph.D., APR

Dr. Amiee J. Shelton is a distinguished scholar & educator with extensive experience in strategic communication, public relations, and curriculum design. As a Fulbright Scholar and a seasoned practitioner having served in television and corporate communications, she brings a rich blend of real-world expertise and research acumen. At Roger Williams University, she leads and mentors students in campaigns, media relations, and strategic messaging, while also driving innovation in curriculum assessment and prior-learning frameworks. Known for her student-centered approach and deep commitment to inclusive pedagogy, Dr. Shelton empowers learners to think critically, communicate effectively, and thrive in today's dynamic media environment.



Tyler A. Joseph, MBA

Tyler A. Joseph blends technology, business acumen, and educational leadership to help organizations transform workflow, training, and culture. With an MBA focused on supply chain and HR management, Tyler has led custom training programs, optimized operations across major companies, and harnessed analytics and agile methods to drive performance. At RWU EXT, he brings his passion for workforce development, inclusive training design, and collaborative learning—empowering teams and learners to adapt, grow, and excel in fast-changing environments.



Dr. Stephanie Manzi, Ph.D.

Dr. Stephanie Manzi is a Professor and Director of the Criminal Justice Program at Roger Williams University. She brings extensive experience in leadership, conflict resolution, and justice systems, blending academic expertise with practical, real-world application. Her work focuses on helping professionals navigate complex organizational dynamics, strengthen communication across diverse teams, and lead with clarity and confidence.

Dr. Manzi is known for her engaging, discussion-driven approach that encourages critical thinking and meaningful dialogue. She is passionate about equipping participants with actionable strategies they can immediately apply within their organizations and communities.



Alisha Borrelli

Alisha Borrelli is the Director of Strategic Initiatives at the Groden Network, bringing deep expertise in program design, inclusion strategy, and community engagement for learners with autism and related needs. She excels at turning mission-driven vision into measurable outcomes—building innovative partnerships, support structures, and training programs that empower both learners and the organizations that serve them. With a dedication to disability-informed leadership and inclusive education, Alisha leads workshops that help institutions deliver practical, sustainable supports rooted in equity and impact.

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For more information, customized pricing, or to book a training, contact:
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